

GEOPHYSICAL FLUID DYNAMICS LABORATORY
OFFICE OF OCEANIC AND ATMOSPHERIC RESEARCH

ALTERNATIVE WORK SCHEDULE PROGRAM

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ALTERNATIVE WORK SCHEDULE PROGRAM

Geophysical Fluid Dynamics Laboratory, OAR

ORGANIZATIONAL UNITS COVERED

This Alternative Work Schedule (AWS) Plan covers all employees of the Geophysical Fluid Dynamics Laboratory (GFDL), Office of Oceanic and Atmospheric Research, National Oceanic and Atmospheric Administration. All GFDL employees are serviced by the Eastern Administrative Support Center (EASC).

COVERAGE EXCEPTIONS

All GFDL employees are eligible to participate, regardless of pay plan, grade, or nature of position, with some exceptions as noted below. Also, employees are not required to participate in an alternative work schedule, nor is participation an employee right. Employees not participating in an alternative work schedule will remain on the regular fixed schedule (typically 8:30 a.m. to 5:00 p.m., with a 30 minute lunch period). The GFDL Director may exclude specific organizational elements from participation if the function cannot be covered adequately. Further, (1) SES positions are excluded from participation by regulation; (2) employees on intermittent or shift schedules are excluded; and (3) employees, when on TDY or Training status, are excluded. Applicability to part-time employees will be determined on a case-by-case basis.

WORK SCHEDULE PERMITTED

The following alternatives are available for use by employees, with management approval. Employees wishing to participate in a flexible schedule must submit the attached AWS Election Form to their supervisor for approval. The use of one of these alternatives by an employee must be approved by his/her Group Leader or the Deputy Director in order to ensure mission effectiveness, internal productivity, and organizational efficiency.

Flexitour -- an employee, having once selected starting and stopping times within the flexible band, continues to adhere to these times. Further opportunities to select different starting and stopping times may be provided. The opportunity to earn Credit Hours may be provided to those eligible to accumulate Credit Hours.

Flexitime -- An employee must account for the total number of hours he or she is scheduled to work.

Compressed Work Schedule (5/4/9) -- This operation allows an employee to work eight 9-hour days and one 8-hour day each two-week pay period. Under this schedule, an employee has a regular day off (the 10th traditional workday), which may be taken as one 8-hour day.

Compressed Work Schedule (4/10) -- This operation allows an employee to work eight 10-

hour days within a two-week pay period to complete their 80-hour work requirement. Under this schedule, an employee has a regular day off each week.

Gliding Schedule -- an employee must meet the basic work requirement of eight hours each day and 40 hours in each week. An employee may select an arrival time each day, and may change that arrival time daily as long as it is within established flexible hours. The opportunity to earn Credit Hours may be provided to those eligible to accumulate Credit Hours.

Variable Day -- an employee must meet the basic work requirements of 40 hours per week, but within parameters, may vary the length of the workday. The opportunity to earn Credit Hours may be provided to those eligible to accumulate Credit Hours.

Variable Week -- an employee must meet the basic work requirement of 80 hours biweekly, but the employee may vary the number of hours worked on a given workday or number of hours each week within established limits. The opportunity to earn Credit Hours may be provided to those eligible to accumulate Credit Hours.

Maxiflex -- this flexible work schedule is performed on fewer than 10 workdays in the biweekly pay period. The employee has the basic work requirement of 80 hours for a biweekly period and may vary the number of hours worked on a given workday or the number of hours each week, within established limits. The opportunity to earn Credit Hours may be provided to those eligible to accumulate Credit Hours.

Flexiplace -- on occasions specified by relevant state and/or local authorities, and on the instigation of local NOAA management, an employee may be given permission to work at home on a day-to-day basis. Such occasions may be related to the declaration of air pollution alert days, or the warning of some potentially hazardous situation affecting either the work place or the commute.

Supervisors will review schedule proposals using projected vacation plans so that coverage will be assured. Supervisors will negotiate regular days off, using some equitable method so that adequate coverage is maintained. In pay periods with holidays, adjustments, if needed will be made to accommodate an employee's in-lieu-of holiday.

Immediate supervisors must approve all proposed schedules before they can go into effect. Approval of schedules by a 2nd line supervisor is optional and at the discretion of the Group Leader. The Group Leader and timekeeper will be provided with a copy of each quarter's approved schedules and they will be displayed in a prominent place in the Laboratory. Once the schedule is approved, Supervisors will make no changes as provided in the plans, except that:

Employees may drop out of the AWS at any time.

Emergency work situations that require a specific employee's presence during a regular time off may be accommodated by Supervisors, again assuring sufficient office coverage.

New employees to GFDL are eligible to begin a flexible schedule the week in which the beginning of the next pay period occurs. They may enter a fixed schedule immediately. (When waiting until the next pay period will impose serious hardship on a new employee, the supervisor may permit the employee to begin a flexible schedule early but may not be able to allow the exact schedule proposed by the employee.)

TRAVEL AND TRAINING

An employee on an alternative work schedule may be temporarily changed to a basic work schedule (i.e., 8:30 a.m. to 5:00 p.m., Monday through Friday) in the event that official travel/training is scheduled for one or more days during a pay period. A one pay period advance notice of the variation in work schedule is not required under this situation.

CREDIT HOURS

Credit Hours are base (non-overtime) hours that an employee on a flexible schedule elects to work so as to vary the length of a workweek or workday. Credit Hours are distinguished from overtime hours in that they are completely voluntary and are not officially ordered in advance by management. Credit Hours are unique to flexible schedules and may not be earned by employees on compressed schedules since a compressed schedule is a fixed schedule. Credit Hours may not be the basis for overtime pay or comp time. When an employee separates from the Federal government, unused Credit Hours are paid at the employee's base rate.

Eligibility -- Credit Hours may be worked only by employees covered by Flexible Work Schedule (FWS) Programs. Not all FWS programs provide for Credit Hours. Flexible and Gliding Work Schedules allow Credit Hours. Fixed Schedules (including 5/4/9 and 4/10) do not.

Lunch Periods -- Lunch Period is a time set aside for eating. The time is not considered part of the basic workday and is noncompensable. A workday may not be shortened by "working through" the lunch period on a voluntary basis.

Earning Credit Hours / Use of Credit Hours -- this option permits employees on a flexible schedule to vary the length of a workday or work week. With supervisory approval, an employee may work extra hours, and record the earned Credit Hours on time sheets (up to a maximum of 24 Credit Hours per pay period). Supervisors may limit the number of Credit Hours an employee may work on a daily, weekly, or biweekly basis and may set the time limits for use of Credit Hours after they have been earned. The maximum number of Credit Hours that a GFDL employee can earn under this plan is 24 hours per pay period. Employees can earn Credit Hours in one-hour increments. During the weekend, employees can earn a maximum of 8 Credit Hours on Saturday and 8 hours on Sunday, and only with prior approval. Employees must request and obtain approval in advance to earn Credit Hours by completing the attached "Request to Earn Credit Hours" Form.

Using Credit Hours -- The employee's right to use earned Credit Hours is subject to supervisory approval in the same manner as annual or sick leave. To use any number of

Credit Hours, employees must obtain the approval of their supervisor. To use less than 16 hours, employees may make a verbal, written, or e-mail request to their supervisor. To use 16 or more Credit Hours, employees must complete an SF-71, "Application for Leave" Form, checking the "Other" box and specifying "Credit Hours."

Credit Hour Carryover -- By law, a full-time employee may not carry over more than 24 Credit Hours per pay period.

Charging Credit Hours -- With Supervisory approval, employees may use Credit Hours before they have been earned. Credit Hours will normally be earned and used in increments consistent with bureau or office policy for charging leave unless the organization's AWS plan provides otherwise.

T&A Reporting of Credit Hours -- If an employee is at the maximum of 24 Credit Hours earned and would like to earn more Credit Hours the next pay period, he/she must (1) obtain the supervisor's approval, and (2) use the Credit Hours above the maximum of 24 within the period in which they are earned.

Credit Hours earned will be entered in the T&A system as transaction code 29. Credit Hours used will be entered in the T&A System as transaction code 50. (The T&A System will not allow you to carry over more than the maximum of 24 Credit Hours.)

The certified T&A will show Credit Hour balances just as if does for annual, sick, etc. The number of Credit Hours earned/used during the pay period and year-to-date will be shown on the top portion "Earnings and Deductions" the same way annual, sick, etc. are shown. Balances will not appear on the employee's earnings and leave statement under the "Year to Date Leave Status" portion of the statement.

When an employee is no longer subject to a flexible work schedule, the employee must be paid for accumulated Credit Hours at his/her current rate of pay. Payment for accumulated Credit Hours is limited to not more than 24 hours for a full-time employee.

In the event of an early dismissal or closure, an employee does not have to use scheduled Credit Hours if the dismissal is announced before the beginning of his/her tour or while he/she is on duty. If an early dismissal is called after the employee leaves the work site for the day, the employee must use his/her Credit Hours scheduled.

TIME AND ACCOUNTING SYSTEM

Supervisors must report time and attendance to ensure that employees are paid for work performed and that absences from scheduled tours of duty are accounted for. In accordance with the General Accounting Office (GAO), supervisors are required to provide reasonable assurance that the employees are working when scheduled, for example, by determining the reasonableness of the work output for the time spent or by personal observations of arrival and departure. Supervisors (not timekeepers) are officially responsible for employee attendance and accuracy of

time and attendance reports, as well as investigating any time-reporting discrepancies and initiating disciplinary action when violations or abuses are evident.

PRIMARY CONSIDERATION/FINAL APPROVAL

A critical consideration in approval of this alternative work schedule for individual employees will be the continued mission effectiveness, internal productivity, and organizational efficiency. Thus, sufficient kinds and numbers of employees must be present to carry out organizational programs efficiently and effectively. With this consideration in mind, management approval may be given to employees volunteering under this plan.

ADMINISTRATION AND EVALUATION

The Director, GFDL, is responsible for the overall efficient functioning of this plan. Group Leaders and Supervisors are responsible for the day-to-day administration of the plan. The Chief of the Human Resources Division, EASC, will submit all necessary reports to higher agency levels.

Evaluation of the plan and reporting results will be ongoing and will occur at least annually. Group Leaders and Supervisors are primarily responsible for this. Evaluation will cover adherence to the provisions of the plan, mission effectiveness, internal productivity, and organizational efficiency. Evaluation will also cover problems that arose and what was done about them, as well as what worked well. Additionally, the Director, GFDL, will evaluate the plan from his own perspective in terms of adherence to the plan provisions, adequacy of coverage, and efficiency of operation.

MODIFICATIONS/TERMINATIONS

Modifications may be recommended at any time by Supervisors or employees making such recommendations to the Group Leaders and the Director, GFDL, in writing. The Group Leaders and the Director will jointly decide whether or not to adopt any recommendations. In general, major modifications, when adopted, will not be made except at the beginning of the next calendar year. After a written warning, and an opportunity to improve, the Director, GFDL, may terminate this plan for all or part of the total organization at any time. Any terminations will be based on the findings of the evaluation process, on adherence to plan provisions, mission effectiveness, internal productivity, and organizational efficiency.

FAILURE TO ADHERE TO THE PLAN PROVISIONS

Individual employees may be removed from participation in this plan by the immediate Supervisor, if they fail to adhere to the plan provisions. All removals will be preceded by a warning and an opportunity to improve. Removed employees must wait at least thirteen pay periods before they may participate again, upon approval by their supervisor.

PROGRAM CONTACT

Sallie Langford, EASC Human Resources Division, (757) 441-6550.

REQUEST TO EARN CREDIT HOURS

NAME: _____

DATE: _____

I hereby request approval to earn _____ Credit Hours during the pay period that goes from _____ to _____.

I will work the following dates and times to earn these hours:

	Beginning Time	Ending Time
Week One		
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____
Week Two		
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____

Employee’s Signature/Date

APPROVED _____ DISAPPROVED _____

Supervisor’s Signature/Date

AWS ELECTION FORM

Please check the appropriate line below designating your participation in a “Fixed”, “Compressed”, or “Flexible Schedule.”

FIXED SCHEDULE (Consistent each pay period)

_____ Standard 8:30 a.m. to 5:00 p.m.¹

_____ Flexitour _____ a.m. to _____ p.m.²

COMPRESSED SCHEDULE (Consistent each pay period, less than 10 workdays per pay period, Credit Hours NOT permitted)

_____ **5/4/9**
Flex Day Off: 1st _____ or 2nd _____ (check one) _____ of pay period
(Day of Week)

8-Hour Day: 1st _____ or 2nd _____ (check one) _____ of pay period
(Day of Week)

_____ **4/10**
Flex Days Off: _____
(Day of Week)

FLEXIBLE SCHEDULE (may vary each pay period, credit hours permitted)

_____ Gliding Schedule (8 hrs/day, 5 days/wk; variable start and stop times)²

_____ Variable Day (40 hrs/wk, 5 days/wk; length of day varies)

_____ Variable Week (80 hrs/10 days; length of day and week varies)

_____ Maxiflex (80 hrs in less than 10 days, length of day and week varies)

Employee's Signature/Date

Supervisor's Signature/Date

Approved

Disapproved

2nd Level Supervisor's Signature/Date (when required)

Approved

Disapproved

¹ Credit Hours not permitted.

² Credit Hours allowed but must be used on same day earned.

APPROVAL

[Stephen F. Mayle signature]
Stephen F. Mayle
Administrative Officer, GFDL

[12/11/01]
Date

[Ants Leetmaa signature]
Ants Leetmaa
Director, GFDL

[12/11/01]
Date